

CONFIDENTIAL

Approved For Release 1999/09/20 : CIA-RDP78-04718A001600180002-5

Approved For Release 1999/09/20 : CIA-RDP78-04718A001600180002-5

Class. Changed to: TS S

Next Review Date: 01488

Auth.: HR 70-3

Date: 23 December 1954

23 December 1954

MEMORANDUM FOR: Management Office

SUBJECT : Reorganization of WE Staff Offices

ILLEGIB

ILLEGIB

1. In line with the recent reorganization of the senior staffs, changes of WE personnel, and the realigning of administrative duties within WE, it has become necessary to review staff assignments and functional responsibilities of the WE staff offices. In general, the following changes are submitted with the new T/O, organization chart and functional statements for approval:

b) Planning and Programming responsibilities, now performed by the Executive Officer, be assigned to the new Staff.

c) Secretariat and Reports responsibilities, now performed by the Executive Officer, be assigned to the Registry, Reports and Services Branch of the Administrative Staff.

d) Other coordinating and reviewing responsibilities of the Executive Officer be assigned to the Deputy Chief, Administration.

e) General administrative support and housekeeping duties, currently performed as "extra duties" by PT, LO and BF, be assigned to the Registry, Reports and Services Branch of the Administrative Staff.

2. No functional or T/O changes are contemplated for the Office of the Chief, the Foreign Intelligence Staff, and the PT, BF and LO Sections of the Administrative Staff.

3. In the realignment of duties listed in paragraph 1, no increase in WE Division T/O will be required. Reassignment of existing personnel to these positions will be made in accordance with the new proposed T/O.

CONFIDENTIAL

Approved For Release 1999/09/20 : CIA-RDP78-04718A001600180002-5

CONFIDENTIAL

- 2 -

25X1A

4. Attached are three job descriptions for the positions of [REDACTED] Staff, Administrative Services Officer and Administrative Assistant in the Administrative Staff, which are the only functional changes in the realignment of duties.

[REDACTED]
Chief, WE

25X1A

Attachments: (3)

CONCUR:

Chief of Administration, DD/P

CONFIDENTIAL